

LANCASTER COUNTY COURT OFFICER

NATURE OF WORK

This is a civilian position involving law enforcement work responsible for the supervision and protection of adult/juvenile prisoners transported outside the County-City Jail Complex and other institutions of confinement; for the overall security of courtroom and jury personnel; and for the inspection of out-of-state vehicles for applicants seeking Lancaster County titles.

Work includes transporting prisoners to specified locations including medical appointments, placement interviews and psychiatric appointments; supervising and providing security for adult/juvenile prisoners while attending court; physically inspecting out-of-state vehicles for applicants seeking Lancaster County titles and detecting and reporting stolen vehicles and parts. Work also includes operating court room security systems and assisting Sheriff's deputies with security and sequestered jury functions. Supervision is received from a higher level administrative superior with work being reviewed in the form of results achieved and adherence to departmental and applicable law enforcement guidelines.

EXAMPLES OF WORK PERFORMED

Transport prisoners to various locations including courtrooms, community agencies for placement interviews and medical facilities for medical, dental and psychiatric appointments and treatment; transport prisoners to and from local and out-of-state prison and detention facilities as needed; maintain daily transport log and related records.

Supervise and provide for the security of prisoners in the county, juvenile and district courts of Lancaster County; operate courtroom security systems; respond to court alarms and requests for additional assistance; assist Sheriff's deputies with security and sequestered jury functions.

Assume custody and book sentenced individuals into the County-City Jail Complex; assist Sheriff Deputies in verifying warrants and locating information on wanted persons; serve civil papers including subpoenas, garnishments and summons, as assigned.

Physically inspect out-of-state vehicles for applicants seeking Lancaster County titles in order to obtain mileage information and identify numbers from vehicle parts, including, but not limited to vehicle body, frame, engine and transmission; record vehicle identification numbers per established protocols; access numbers for comparison with Nebraska and National Crime Information Center's (NCIS/NCIC) lists of stolen vehicles and parts; inform Sheriff's Deputy of vehicle or vehicle parts which have questionable identification numbers; complete required inspection paperwork and filing tasks.

Communicate with other law enforcement personnel via radio equipment; maintain department vehicles and equipment as assigned.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the rules and regulations relating to the operation of the County-City Jail Complex.

Knowledge of the methods and techniques used in protecting/restraining a prisoner while transporting to and from secured and non-secured locations.

Knowledge of NCIC/NCIS teletype procedures.

Some knowledge of the judicial process for juveniles/adults.

Some knowledge of motor vehicles and placement of identification numbers.

Ability to understand, communicate and follow both oral and written instructions.

Ability to remain alert at all times and to react quickly and calmly in emergency situations.

Ability to maintain effective working relationships with individuals representing community agencies, client advocates and the general public.

Ability to store and maintain written records and computer files.

Ability to apply manual restraints and physically restrain/protect prisoners in custody.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus experience in supervising, transporting and restraining adult/juvenile prisoners or some experience in law enforcement or correctional work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus some experience supervising, transporting and restraining adult/juvenile prisoners; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license.

Possession of Certificate of Training from the Nebraska State Patrol Training Center for title inspection.

Approved by: _____
Department Head

Personnel Director

Revised: 4/98

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